

Message Text

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6/25/73 22426

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FM SECSTATE WASHDC

TO AMEMBASSY BONN

C O N F I D E N T I A L STATE 122764

FOR RCO

FOLLOWING SENT ACTION HELSINKI FROM STATE JUNE 22,
REPEATED TO YOU:

QUOTE

C O N F I D E N T I A L STATE 122764

E. O. 11652: GDS

TAGS: OVIP, OCON, CSCE

SUBJECT: SECVISIT/ CSCE - ADMIN ARRANGEMENTS

1. PARTICIPATION

SECRETARY'S PARTY ARRIVING ABOARD SPECIAL MILITARY AIRCRAFT
WILL CONSIST OF AN ESTIMATED FORTY PEOPLE, INCLUDING SUP-
PORT STAFF AND PRESS. FIRM ETA WILL BE SUPPLIED SEPTEL.

2. CUSTOMS, HEALTH AND IMMIGRATION

REQUEST BULK CLEARANCE AND WAIVER OF VISAS FOR ENTIRE
PARTY AND AIRCRAFT CREWS. PASSPORT NUMBERS, PLACE AND DATE
OF BIRTH WILL BE PROVIDED SEPTEL. PARTY HAS ALL NECESSARY

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SHOTS. ASSIGN EMBOFF TO RECEIVE PASSPORTS FROM TRIP SUP-
PORT OFFICER AND HANDLE ENTRY/ EXIT FORMALITIES. ADVISE
DEPT WHEN WAIVERS ARE GRANTED.

3. SECURITY

A SPECIAL AGENT FROM THE OFFICE OF SECURITY (SY/ I/ PSB) WHO WILL BE RESPONSIBLE FOR ALL SECURITY ASPECTS OF THE SECRETARY'S VISIT WILL ARRIVE AT POST FIVE TO SEVEN DAYS BEFORE ARRIVAL OF THE SECRETARY'S PARTY. HIS ETA TOGETHER WITH DETAILED ADVANCE SECURITY INSTRUCTIONS WILL BE THE SUBJECT OF A SEPARATE MESSAGE.

4. ACCOMMODATIONS

PARTY SHOULD BE LOCATED IN ONE HOTEL IF POSSIBLE.

A. PRESENT REQUIREMENTS ARE 3 SUITES, 4 DOUBLES, AND 36 SINGLES. SUITES ARE FOR SECRETARY AND MRS. ROGERS, ASSISTANT SECRETARY STOESEL AND MR. BRAY. ONE OF DOUBLES WILL SERVE AS THE SECURITY CONTROL ROOM WHICH MUST BE ADJACENT TO THE SECRETARY'S SUITE. THE SECOND DOUBLE WILL SERVE AS A HOLDING ROOM FOR THE SECRETARY AND SHOULD BE LOCATED CLOSE TO THE SECRETARY'S SUITE. THE BEDS SHOULD BE REMOVED FROM THIS ROOM WHICH SHOULD BE SET UP AS A SITTING ROOM. THE THIRD DOUBLE WILL SERVE AS THE VISITOR'S CONTROL ROOM (SEE PARA. 8), WHICH SHOULD NOT RPT NOT BE CLOSE TO SECRETARY'S SUITE. THE FOURTH DOUBLE WILL SERVE AS OFFICE FOR PERSONAL ASSISTANT. REMOVE BEDS AND SET UP WITH THREE DESKS, PHONES, ADEQUATE LIGHTING AND TWO WORKING IBM EXECUTIVE ELECTRIC PROPORTIONAL TYPEWRITERS, IF AVAILABLE, OR TWO OTHER IBM TYPEWRITERS IF NOT.

B. SPECIAL TELEPHONE REQUIREMENTS. A TWO-WAY INTERCOM SHOULD BE INSTALLED TO CONNECT THE SECRETARY'S AND HIS PERSONAL ASSISTANT'S TELEPHONE SETS. A BUZZER OR RING SHOULD ALLOW THE PERSONAL ASSISTANT TO TAKE THE SECRETARY'S CALLS, ANNOUNCE THEM AND TRANSFER THEM TO THE SECRETARY. THE TELEPHONE SHOULD NOT REPEAT NOT RING IN THE SECRETARY'S SUITE. ACCORDINGLY, THE SECRETARY'S PERSONAL ASSISTANT'S ROOM MUST BE LOCATED ADJOINING SECRETARY'S SUITE WITH HER OFFICE NEXT TO THAT AND WITH
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SPECIAL ASSISTANT'S ROOM NEARBY.

C. UPON RECEIPT OF CABLE WITH NAMES OF PARTY MEMBERS (WHICH WILL BE SUPPLIED LATER) POST SHOULD OBTAIN ROOM NUMBERS, ASSIGN PARTY TO ROOMS AND CABLE THIS INFORMATION TO THE DEPARTMENT (S/ S- EX).

D. PARTY SHOULD BE PRE- REGISTERED WITH KEYS IN DOORS; IF NOT POSSIBLE, KEYS SHOULD BE IN VISITOR'S CONTROL ROOM FOR PICK- UP.

E. ACCOMMODATIONS FOR CREW WILL BE HANDLED SEPARATELY WITH ATTACHE VIA MILITARY CHANNELS.

5. GROUND TRANSPORTATION

A. POST SHOULD PROVIDE INDIVIDUALLY ASSIGNED CARS ON 24 HOUR BASIS TO THE FOLLOWING, WITH POOL CARS FOR REST OF PARTY:

- (1) LIMOUSINE FOR SECRETARY (WITH SECURITY CLEARED CHAUFFEUR);
- (2) ONE VEHICLE EACH FOR STOESSEL AND BRAY.
- (3) ONE VEHICLE FOR SECRETARY' S SPECIAL ASSISTANT AND PERSONAL ASSISTANT;
- (4) ONE VEHICLE FOR S/ S SECRETARIAT STAFF;
- (5) TWO VEHICLES FOR SY AGENTS.

OTHER THAN SECRETARY' S LIMOUSINE, ABOVE VEHICLES WILL BE AVAILABLE FOR OTHER USES AS RELEASED BY THOSE TO WHOM ASSIGNED, AND ALSO, OF COURSE, FOR ADDITIONAL TRANSPORTATION OF OTHERS TO AND FROM AIRPORT.

B. POST SHOULD FURNISH AT EARLIEST POSSIBLE DATE CAR ASSIGNMENTS INCLUDING ESCORT OFFICERS AND OTHER ARRANGEMENTS TO BE USED IN TRANSPORTING PARTY TO AND FROM AIRPORT, PLUS MEETINGS AND/ OR CONFERENCES OF OFFICIAL PARTY.

C. PLEASE FURNISH ESTIMATE OF DRIVING TIMES FOR

- (1) AIRPORT TO HOTEL;
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- (2) AIRPORT TO CONFERENCE SITE;
- (3) AIRPORT TO EMBASSY;
- (4) HOTEL TO CONFERENCE SITE;
- (5) HOTEL TO RESIDENCE;
- (6) HOTEL TO EMBASSY;
- (7) HOTEL TO FOREIGN MINISTRY;
- (8) EMBASSY TO FOREIGN MINISTRY;
- (9) OTHER KNOWN DRIVING TIMES, SUCH AS HOTEL OR EMBASSY OR RESIDENCE TO SPECIFIC LOCATION OF OTHER OFFICIAL MEETINGS AND RECEPTIONS OR OTHER FUNCTIONS.

6. BAGGAGE

A. SECRETARY'S BAGGAGE:

SEE SEPTTEL RE SPECIAL SECURITY REQUIREMENTS.

B. OTHER BAGGAGE:

(1) A LARGE ENCLOSED OR COVERED TRUCK SHOULD BE PROVIDED FOR BAGGAGE, WITH RACK FOR DRESS OR SUIT BAGS IF POSSIBLE.

(2) BAGGAGE MUST BE UNDER VISUAL OBSERVATION OF AN AMERICAN EMPLOYEE DURING MOVES AND AFTER IT HAS BEEN ASSEMBLED AT CONTROL ROOM OR OTHER LOCATION PRIOR TO DEPARTURE OF PARTY. (UPON ARRIVAL BAGGAGE MAY BE DELIVERED TO ROOMS BY HOTEL BAGGAGEMEN, LOCAL EMPLOYEES, ETC. HOWEVER, PARTY MEMBERS WILL ACCOMPANY THEIR LUGGAGE TO COLLECTION POINT UPON DEPARTURE.)

(3) SECRETARY'S BAGGAGE WILL BE OFF-LOADED FROM BAGGAGE COMPARTMENT HATCH LOCATED ON THE OPPOSITE SIDE OF THE REAR ENTRANCE OF THE AIRCRAFT.

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(4) REMAINDER OF BAGGAGE WILL BE OFF-LOADED FROM BAGGAGE COMPARTMENT HATCH LOCATED ON THE OPPOSITE SIDE OF THE REAR ENTRANCE OF THE AIRCRAFT.

(5) CLASSIFIED WILL BE LOADED TOPSIDE AND WILL BE OFF-LOADED FROM THE REAR ENTRANCE OF THE AIRCRAFT.

(6) OFFICER IN CHARGE OF VEHICLES SHOULD BE PREPARED TO MEET WITH TRIP SUPPORT OFFICER WHO WILL DEBARK FROM REAR ENTRANCE OF AIRCRAFT AS SOON AS STEPS ARE IN PLACE.

7. COMMUNICATIONS

A. POST WILL BE EXPECTED TO PROVIDE 24 HOUR COVERAGE DUE TO ADDITIONAL HIGH PRECEDENCE TRAFFIC TO AND FROM PARTY. COVERAGE SHOULD COMMENCE 12 HOURS PRIOR TO ARRIVAL OF PARTY AND CONTINUE 12 HOURS AFTER DEPARTURE OF PARTY. POST SHOULD ADVISE BUREAU PROMPTLY OF ANY TDY COMMUNICATOR REQUIREMENTS.

B. TICKER SERVICE SUCH AS UPI, AP, OR REUTERS NEEDED ON 24-HOUR BASIS. DESIRABLE, IF POSSIBLE, TO HAVE SIX COPIES OF EACH DELIVERED TO SECRETARIAT FOR SECRETARY, STOESSEL, BRAY AND GENERAL USE. CAN USIS INFORMALLY ARRANGE FOR LOCAL NEWS SERVICE TO MAKE AVAILABLE EXTRA COPY ITS TICKER TAPE AT NO COST? IF NOT FEASIBLE, ADVISE RENTAL COST THIS SERVICE.

C. PROVIDE SEVEN COPIES EACH OF SELECTION OF BEST AVAILABLE ENGLISH AND LOCAL LANGUAGE NEWSPAPERS TO SECRETARIAT EACH DAY BEFORE 7:30 AM FOR DELIVERY TO: SECRETARY, STOESEL, BRAY, SECRETARY'S SPECIAL ASSISTANT, GENERAL USE.

8. CONTROL ROOMS AND SECRETARIAT

A. SECRETARIAT OFFICE: SEE SEPTEL.

B. SECURITY CONTROL ROOM: SEE PARA 4 A ABOVE.

C. VISITOR'S CONTROL ROOM IN HOTEL. BEDROOM FURNITURE
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SHOULD BE REMOVED IF POSSIBLE OR ROOM REARRANGED SO THAT THE FOLLOWING MAY BE ACCOMPLISHED:

(1) DESK SPACE, ETC., FOR ACCOMMODATION EXCHANGE FOR THE DURATION OF THE VISIT (PRE- PACKAGED MONEY IS RECOMMENDED). EXCEPT FOR A FEW HOURS AFTER ARRIVAL OF THE PARTY AND A FEW HOURS PRIOR TO DEPARTURE, TRANSACTIONS CAN BE HANDLED BY THE EMPLOYEE IN CHARGE OF THE CONTROL ROOM.

(2) LAY OUT SUPPLY OF MAPS, BOOKLETS, AND INFORMATION SHEETS (ONLY ONE SUBJECT PER SHEET) ON LAUNDRY AND DRY CLEANING FACILITIES, HAIR DRESSER FACILITIES, RESTAURANTS, PLACES OF INTEREST (MUSEUMS, ART GALLERIES, ETC.), CONVERSION CHARTS (U. S. DOLLARS VIS- A- VIS LOCAL CURRENCY), MEDICAL FACILITIES, HEALTH PRECAUTIONS, EXPLANATION OF MOTOR POOL OPERATION (NOTE: THIS INFORMATION SHEET IS THE ONLY ONE TO BE PLACED IN ROOM OF EACH MEMBER OF THE PARTY), PLACES OF ENTERTAINMENT, LIST OF DO'S AND DON'TS, ROOM ASSIGNMENT LISTS, TELEPHONE LISTING OF KEY PERSONNEL. NOTE: PREPARATION OF THIS MATERIAL FROM SCRATCH BY THE EMBASSY SHOULD NOT BE GIVEN UNDULY HIGH PRIORITY. USE FREE BROCHURES ISSUED BY HOST COUNTRY TOURIST OFFICE, CURRENCY CONVERSION TABLES (PARTICULARLY IF THEY ARE AVAILABLE FROM A LOCAL BANK) AND CITY MAPS (ISSUED BY TOURIST OFFICE), ETC. INDIVIDUAL WELCOME OR INFORMATION KITS FOR PARTY ARE NOT REQUIRED IN EACH HOTEL ROOM.

(3) CIGARETTES, BEVERAGES, AND SUNDRY ITEMS SHOULD BE AVAILABLE FOR SALE.

(4) FOREIGN SERVICE LOCALS CAN AND SHOULD ASSIST IN THE OPERATION OF THE CONTROL ROOM.

(5) IN ADDITION TO A DESK FOR A PERSON HANDLING ACCOMMODATION EXCHANGE, THERE SHOULD BE A DESK FOR THE CONTROL ROOM OFFICER AND ONE ELECTRIC AND ONE MANUAL

TYPEWRITER IN GOOD WORKING ORDER SHOULD BE AVAILABLE FOR USE. A LARGE BULLETIN BOARD EITHER WALL MOUNTED OR ON AN EASEL SHOULD BE AVAILABLE FOR POSTING NOTICES, INFORMATION, ETC., FOR THE PARTY.

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(6) BAR FACILITIES ARE NOT TO BE PROVIDED IN THIS ROOM.

(7) ACCESS TO THIS ROOM IS NOT TO BE CONTROLLED BY MSGS AS THERE WILL BE NO OPEN STORAGE OF CLASSIFIED MATERIAL. HOWEVER, AT LEAST ONE AMERICAN IS TO BE IN THE CONTROL ROOM THROUGHOUT VISIT SINCE TEMPORARY SAFEKEEPING OF CLASSIFIED BRIEFCASES MAY BE NECESSARY.

9. FUNDING

A. TRIP SUPPORT OFFICER WILL ARRANGE WITH EMBASSY TO PAY FOLLOWING:

(1) ALL INCIDENTAL COSTS FOR SECRETARY AND ASSISTANT SECRETARY.

(2) CONTROL ROOMS RENTAL PLUS MEAL COSTS FOR MSGS AND LOCAL EMPLOYEES WORKING SHIFTS OF 8 HOURS OR LONGER.

B. OIC WILL FUND FOLLOWING:

(1) ROOM COSTS FOR CERTAIN PARTY MEMBERS. SEPTEL.

(2) TRAVEL ORDERS OF PERSONNEL DETAILED FROM OTHER POSTS TO SUPPORT CONFERENCE.

(3) CERTAIN OVERTIME OF AMERICAN AND LOCAL EMPLOYEES, PRINTING, RENTAL OF EQUIPMENT, SUPPLIES, ADDITIONAL VEHICLES, ETC., INCIDENTAL TO SECURITY ADVANCE AND SECRETARY'S PARTY. SEPTEL.

10. GIFTS

A. WE DO NOT PLAN TO EXCHANGE UNLESS HOST GOVERNMENT SO DESIRES. ADVISE SOONEST ON THIS ITEM.

B. THANK YOU LETTERS FOR ALL GIFTS RECEIVED AND FOR ALL

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DINNERS, RECEPTIONS AND OTHER HOSPITALITY ARE TO BE PREPARED IN DRAFT AND SUBMITTED TO THE S/S TEAM AS EARLY AS POSSIBLE AFTER ARRIVAL. THE SECRETARY'S STATIONERY

WILL BE PROVIDED FOR TYPING APPROVED LETTERS.

11. MISCELLANEOUS

A. ADVISE OF ANY LOCAL HOLIDAYS, WORKING CONDITIONS OR SPECIAL SITUATION (I. E., STRIKES, CURTAILMENT OF SERVICES, ETC.) THAT MIGHT AFFECT THE VISIT.

B. EXCEPTING BOTTLED WATER AND POTABLE ICE, NO REPEAT NO BEVERAGES ARE TO BE PLACED IN ROOMS OF MEMBERS OF THE SECRETARY' S PARTY. ALSO NO FLOWERS.

C. ADVISE LOCAL ELECTRIC CURRENT CHARACTERISTICS (VOLTAGE AND CYCLES).

D. PLEASE FURNISH ANTICIPATED LOCAL WEATHER CONDITIONS, INCLUDING AVERAGE HIGH AND LOW TEMPERATURES, SO THAT MEMBERS OF PARTY CAN BE GUIDED ACCORDINGLY WHEN ARRANGING CLOTHING FOR THE TRIP.

12. DEPARTMENT CONTACTS FOR VISIT

TRIP SUPPORT OFFICER - ROBERT M. MILLER, EXT. 20982
(WILL BE MEMBER OF PARTY).

TRIP PROJECT OFFICER (DEPARTMENT ADMINISTRATIVE
SUPPORT) - CHARLES P. REILLY, EXT. 29221.

ADVISE SOONEST NAME OF EMBASSY CONTROL OFFICER(S) AND HOME
TELEPHONE NUMBER(S). ROGERS

UNQUOTE ROGERS

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<< END OF DOCUMENT >>

Message Attributes

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Concepts: n/a
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Copy: SINGLE
Draft Date: 25 JUN 1973
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Authority: boyleja
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 28 MAY 2004
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1973STATE122764
Document Source: ADS
Document Unique ID: 00
Drafter: S/ S- EX: KDJENKINS
Enclosure: n/a
Executive Order: N/A
Errors: n/a
Film Number: n/a
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1973/newtext/t19730635/abqcemqu.tel
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